



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: February 2, 2017

TO: Court Administrators
County Clerks
Probate Registers

cc: Authorized Users of Jury Statistics Report (JSR)

FROM: Jim Inloes, Management Analyst

RE: Jury Statistics Report Reminder

The first annual Jury Statistics Report (JSR) is due in March 2017 for activity in 2016. If you would like to preview or test the application on MCAP, please follow [these instructions](#). The testing period will end on February 10.

For detailed reporting instructions, please refer to [SCAO 73](#). In addition, some common questions and answers are available by logging in to MCAP and navigating to [this page](#). We are adding the following questions and answers to this section.

Q. Our courthouse does not have a jury assembly room. Jurors who report for duty are sent directly to a courtroom to wait. Should we count these individuals in the category for "Jurors Sent to a Courtroom"?

A. Not necessarily. A juror who was sent directly to a courtroom to report but was dismissed because the case settled should NOT be counted in this category. If a case was called and that juror was part of a group of jurors in the courtroom for voir dire in that case, then they should be counted in this category.

Q. Jurors in our court can be summoned to appear on different dates more than once during their term of service. Should I count a juror each time he or she was summoned to the court?

A. No. Count each juror only once, even if they are summoned multiple times during a term of service. Courts that have lengthy terms of service (one month or more) and direct jurors to report more than once during their term should consider reducing the term of service and establishing a policy that states if a juror has reported for service – even if not selected for a jury – their service is complete.

Q. If we mail the qualification questionnaire in December of 2016 and it is returned in January 2017, how is this reported?

A. For the Juror Yield portion of the JSR, which is submitted by the circuit court, count that questionnaire with the 2016 data. For the Juror Utilization portion, count that juror with the 2017 data.

Q. In the Juror Yield section of the JSR, it states that the circuit court will report the “Jurors Qualified and Able to Serve.” It directs the court to exclude jurors deferred to another term or who were granted an excusal. This can be done relatively easily for circuit court jurors. However, our district courts use a two-step process. We qualify jurors and then the district court summons them with a date. Sometimes the district court grants deferrals and excusals if necessary based on their own guidelines. In order for the circuit court to calculate the “able to serve” number, would the district court need to send us the number of jurors they granted deferrals and any excusals?

A. No. The circuit court should report the number that they deemed qualified and available to serve.

Q. Under juror utilization, do I include potential jurors who were summoned but not qualified or available to serve?

A. No. They must be both qualified and available to serve. For example, if your circuit court uses a one-step process, you would not count jurors that were summoned but not qualified or available to serve. If your district court excuses or defers juror that were previously qualified after summoning them, they should be excluded from the juror utilization report.

If you have any additional questions about this new performance measure or about jury management in general, please contact Jim Inloes, Management Analyst, at inloesj@courts.mi.gov or TrialCourtServices@courts.mi.gov or 517-373-0122. You can also obtain online [resources](#) for jury management.